

# COLLECTION DEVELOPMENT POLICY

## State Library Services

### Nevada State Library

#### MISSION STATEMENT

The Nevada State Library provides leadership and access to a range of credible information services that support the information resource needs of Nevada's state government employees, researchers, libraries and persons with disabilities. It serves to educate and enhance the quality of life for all Nevadans as well as collect, preserve, and provide access to Nevada's unique history for current and future generations.

#### VISION STATEMENT

The Nevada State Library strives to be a leader, innovator, advocate, and an important source of trusted information to all Nevadans and their libraries. The Library is committed to excellence through reliable, high-quality services delivered by skilled and knowledgeable staff, to connect people and institutions to needed information resources.

#### STATEMENT

This collection development policy will support the mission statement and the vision statement by outlining the course to follow when building the Nevada State Library's (NSL) information resource collection. The primary focus of the collection is to facilitate the work of Nevada's state employees and legislators to better serve its citizens.

These areas will be collected, in any format, at the support levels shown, as defined by the American Library Association's *Guide for Written Collection Policy Statements, 1996* (Appendix A).

Collection Development Subject Areas	Support Level(s)
<b><u>Nevada History:</u></b> <ul style="list-style-type: none"><li>➤ Nevada history books</li><li>➤ Biographies</li></ul>	Study/Research

<ul style="list-style-type: none"> <li>➤ Nevada authors writing about Nevada</li> <li>➤ Nevada newspapers on microfilm/microfiche</li> <li>➤ Nevada directories and phone books</li> <li>➤ Periodicals related to Nevada topics</li> <li>➤ Nevada atlases and maps</li> </ul>	
<p><b><u>Nevada Government:</u></b></p> <ul style="list-style-type: none"> <li>➤ Nevada state, county, and local government publications</li> <li>➤ Federal publications with an emphasis on Nevada</li> </ul>	Study/Research
<p><b><u>Nevada Interest:</u></b></p> <p>Books, microfilm, DVDs, maps, electronic resources emphasizing Nevada:</p> <ul style="list-style-type: none"> <li>➤ Water resources; Rangeland and Grazing Rights; Mining</li> <li>➤ Native Americans</li> <li>➤ Biographies</li> <li>➤ Histories</li> <li>➤ Travel and hiking guides (Sierra Nevada area)</li> <li>➤ Organized crime in Nevada</li> <li>➤ Gaming in Nevada</li> </ul>	Study
<p><b><u>Topics of interest to state agencies:</u></b></p> <ul style="list-style-type: none"> <li>➤ Certified Public Manager program materials</li> <li>➤ Materials on leadership, management, team-building</li> <li>➤ Public Administration</li> <li>➤ Business and finance</li> <li>➤ Foundation Center; grant and funding materials</li> <li>➤ State Data Center; census and statistical data</li> <li>➤ Education</li> <li>➤ Human Resources</li> <li>➤ Western history and surrounding states - BLM and range issues</li> <li>➤ Water and environmental issues</li> <li>➤ Archaeology - historic buildings and landmarks</li> </ul>	Study

➤ Travel and transportation routes	
<b><u>Professional collection:</u></b> <ul style="list-style-type: none"> <li>➤ Library information and public/academic library materials</li> <li>➤ Bibliographic</li> <li>➤ Library science and book reviewing journals</li> <li>➤ Archives</li> <li>➤ Records management</li> <li>➤ Museum science</li> </ul>	Study
<b><u>Local and regional geology</u></b>	Study
<b><u>Test books</u></b> <ul style="list-style-type: none"> <li>➤ Study guides to topics such as GMAT, GRE, GED, etc. in paper and/or electronic format</li> </ul>	Basic to Minimal

Other areas of the collection will follow the specified levels of support as shown in Appendix A.

The collection will uphold the tenets of intellectual freedom as stated by the American Library Association – the *Library Bill of Rights*, *Freedom to Read*, *Freedom to View*, the *Code of Ethics of the American Library Association* and the *Copyright Act*.

This policy will uphold the rules and regulations stated in the NRS section relating to the Division of State Library, Archives and Public Records (NRS 378.010-210), (Appendix B).

## **COLLECTION DEVELOPMENT GUIDELINES**

### **Library Users of the Nevada State Library**

The information needs of this prioritized list of clientele will be served by all current and emerging formats.

1. **Primary Users:** All branches of Nevada state government; county and city governments; regulatory boards, i.e. school districts, elected boards, etc.; United States Senators and Congressmen; and federal agencies with offices in Nevada.
  - As primary users of the State Library's reference and research services, all collecting activity will be driven by the informational needs of this primary stakeholder group. The State Library supports the informational needs of federal and local government officials by providing depository publications, both state and selected federal.
2. **Primary Users:** Nevada libraries, public, school, academic, special
  - NRS 378.081(c) requires the State Library to maintain a clearinghouse of information, data, and other materials in the field of library and information services. Accordingly, the State Library will collect in the area of Library and Information Science to provide professional development resources to other librarians. The State Library supports the informational needs of Nevada libraries by providing access to the information contained in its holdings.
3. **Other library users:**
  - The State Library supports the informational needs of the library users in Nevada and business enterprises by providing in-building access and ready reference for information contained in its holdings.

### **Scope of the Nevada State Library Collection**

The NSL will maintain a collection of resources adequate to meet the study to reference needs of public officers and departments or agencies of the state. It will also provide secondary resources and a professional collection to other libraries. The general public will be welcome to use the resources and services offered by the NSL. The collection will include state and selected federal publications in all formats.

## **Selectors of Resources for the Nevada State Library**

Ultimate responsibility for resource selection rests with the Administrator of the State Library, Archives and Public Records who operates within the framework of the NRS (NRS 378.080). A Collection Development Team shall be the Library's professional staff.

The Collection Development Team will coordinate and carry out all collection development functions including identification of client base, materials selection/de-selection, agency liaison, space allocation; client needs assessment, fair budget allocations, and expending assigned budgets. All suggestions from staff, government officials, and clientele will be brought to the Collection Development Team.

The Collection Development Team will also work to develop marketing projects, facilities arrangement, outreach to clients, and identify equipment and supplies necessary to operate the library.

## **Methods for Selection**

Selection is a discerning and interpretive process, involving a general knowledge of the subject and recognition of the needs of the customer base. Among standard criteria applied are:

- enduring value
- accuracy
- authoritativeness
- importance of the subject matter to the collection
- cost
- scarcity of material on the subject
- availability elsewhere
- multiple views of a subject

State and federal government publications are selected using different criteria specific to their programs. The NSL is designated a Federal Depository Library, whose professional staff chooses items from a selection list. The Library is a selective depository, receiving <2% of total documents published by the federal government.

The NSL is mandated by statute to collect all publications from state and local government agencies. State Publications professional staff coordinate the collection of publications issued by these agencies as well as publications from other governing entities around the state (NRS 378.150-210).

## **Selection Tools**

Tools used in selection include professional journals, trade journals, subject bibliographies, publisher's promotional materials, and reviews from reputable sources. Purchase suggestions from government agencies and clientele are welcome and provide librarians with useful information about interests or needs that may not be adequately met by the collection. Clientele suggestions will be governed by this selection policy in making additions to or deletions from the collection. Outside professionals may also be consulted on an as-needed basis. Their expertise may be used to help the library staff select materials in the professional's defined subject area.

## **Standing Orders**

Items "Adopted by reference" pursuant to NRS 233B.040.3(a) will be stamped with the appropriate citation to NRS or NAC. They will not be subject to weeding and will remain in the Reference Section permanently.

## **Nevada Collection**

The Nevada Collection is an integral part of the State Library collection. One copy of each title is kept in the Nevada Reference section and one copy or more is housed in the Nevada Collection area. They will not be subject to weeding and will remain permanently in the collection.

The Nevada Collection is an integral part of the State Library collection. One copy of each title is kept in the Nevada Reference section and will remain permanently in the collection. One copy or more is housed in the Nevada Collection area to be circulated.

## **Resources Format**

Resources are purchased in the most appropriate format to best meet the service needs of the library. Books are generally purchased in hardcover editions for durability. Paperback copies may be purchased for a title that may be used infrequently but needs to be included in the collection. Electronic items may be purchased to meet the informational needs of the library's primary users.

The State Library only purchases video formats when applicable to specific areas of the collection.

Electronic databases provide access to a wide range of resources. The electronic format is weighed against other formats when selecting resources with the goal of providing the widest access possible in the most useful and economical way.

## **DEPOSITORY/REPOSITORY AGREEMENTS**

Agreements between the Government Publishing Office (GPO) and the NSL are reviewed on an annual basis to ensure agreements provide for collection development needs.

### **Nevada State Government Publications**

Under authority of NRS 378.150-210, the State Library provides a State Publications Distribution Center (SPDC). The SPDC receives, maintains and distributes Nevada state, county, and city documents.

1. **Nevada state publications:** Every state agency from every branch of state government is required to deposit 10 copies of each of its state publications with the SPDC (NRS 378.180) or provide a link to the electronic format (2005, AB510). This is a statutory collection/distribution duty.
2. **Local government publications:** Every city, county and regional agency, board and every school district is required to deposit at least 6 copies of each of its publications with the SPDC or provide a link to its electronic publications.

### **Federal Government Publications**

The NSL selects <2% of federal publications in the depository program and receives the publications from the GPO. Non-depository titles are ordered according to the demand of primary clientele and needs of the NSL.

### **Nuclear Test Site Materials**

The NSL has entered into a Federal Facility Agreement and Consent Order (FFACO) with the U.S. Dept. of Energy (DOE) to be designated the Northern Nevada Public Reading Facility. The NSL maintains a small collection of Nuclear Test Site, Site Restoration materials and functions as a major DOE reading facility function.

### **Nevada State Data Center**

The Nevada State Data Center (NSDC) program also receives federal publications in accordance with a triennially reviewed Memorandum of Understanding (MOU). The NSDC librarian is responsible for receiving and initial review of the NSDC MOU and forwarding the original agreement to the Assistant Administrator, Library Services, and the Administrator for review and approval. The NSDC is also a clearinghouse for federal census information.

## **GIFTS**

The Library Services Manager is responsible for overseeing the Gifts program.

The following stipulations apply to gifts:

1. The NSL reserves the right to decide whether a gift should be added to its collection and makes this decision according to this collection development policy.
2. The NSL reserves the right to give to other libraries or otherwise dispose of gift materials that are not added to the NSL collection.
3. The donor may make no restrictions on the NSL's use of gift materials. Gift items become the property of the NSL and a Deed of Gift (Appendix C) should be completed by the donor and signed by a library staff member.
4. If special collections (entire sets) of materials are given to the library, they will be accepted with the stipulation that the library can break up the set and/or dispose of the contents in any way it chooses. Government publication gifts will be evaluated based on collection needs.

## **MATERIALS REPLACEMENT POLICY**

When items become lost or are withdrawn from the collection due to age or condition, the Collection Development Team uses the following criteria to determine what items may be replaced

- Relevance: Subject support and/or primary clientele need
- Currency: Material that is of current value
- Cost: Material that is prohibitive in cost may not be replaced
- Duplicates: May not be replaced depending on the use.

## **WEEDING PROGRAM**

Weeding will be accomplished using the procedure established by the Collection Development Team. Technical Services will follow established withdrawal procedures. Federal government publications will be weeded according to their specific program criteria.

Limited space for useful, relevant physical collections makes weeding the collection a high priority. The same care, thought, and judgment must be exercised in this process as with original selection. In weeding, it is important to keep in mind the mission



statement, vision statement, the scope of the collection and client base mentioned in this policy.

The Collection Development Team will oversee the weeding of the collection.

Weeding is done to:

- Enhance the collection's reputation
- Free space for new acquisitions
- Provide feedback on the collection's strengths and weaknesses
- Make the library more appealing and accessible

### **Weeding Criteria**

These criteria will be considered as a whole and balanced against the levels of support, based on the collaborative professional judgment of the Collection Development Team:

- Materials/Books of poor, out-dated content
- Materials/Books of poor appearance
- Materials no longer used as evidenced by circulation statistics
- Topics no longer within our collection priorities

Considering materials/books as controversial or containing unpopular opinions is not a valid criterion for withdrawal.

Source materials or original texts of western historical documents should not be discarded.

Weeding (also known as deselection) is an essential element of collection development that ensures the library's materials are useful and accessible as well as relevant to the library's customers. The Nevada State Library collection is limited by circumstances including space available to house it and funding. Collections should change over time to reflect changes in the community, society-at-large, and the library's goals. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful within the collection.

When libraries do not weed regularly or consistently, users have trouble finding interesting, relevant, and useful materials. Removing outdated or worn-out items makes the collection more visually attractive and more inviting. Patrons trust the library to supply information that is easy to find and up-to-date. The good things become obscured by the overwhelming preponderance of old, worn, outdated, and no longer accurate material if the weeding is not done regularly.

The following criteria should be considered for each item in the collection. Many decisions will be based on some combination of these criteria. In many cases, just one of these “MUSTIE” guidelines is sufficient reason to withdraw an item. These are guidelines and not rules.

The acronym MUSTIE can be used as criteria to indicate when an item should be removed from the collection. MUSTIE stands for:

- **Misleading and/or factually inaccurate:** (this includes items that fail to have the substantial periods of time not represented because of the age of the material)
- **Ugly** (worn out beyond reasonable mending or having been poorly repaired in the past):
- **Superseded** by a new edition or a better source; (keep in mind the use of the Web as a better, more up-to-date source in many cases)
- **Trivial** (of no discernible literary or scientific merit & without sufficient use to justify keeping it);
- **Irrelevant** to the needs and interests of your community; (not used even though we may find it “interesting”!)
- **Elsewhere** (the material may be easily borrowed from another source or found on the Web)

Additional weeding criteria usually include:

- **Condition:** If a book is in poor condition, it should be considered for removal depending on your ability and willingness to mend it.
- **Age:** Library customers generally prefer new books, regardless of content. Does the age of the book mean that there are large periods of time not covered by its contents thus making it incomplete? The purpose of the Nevada State Library collection is not intended to retain “historical artifacts”. Generally, books should be removed if older than 5 years (2014) unless this action removes all books from the category or professional judgment determines relevancy.
- **Frequency of Use:** When was the last time an item circulated? How often is it used in the library?
- **Multiple Copies:** Currently, multiple copies are not necessary unless the topic is of particularly relevant content and demand is high. As demand tapers off, multiple copies may be removed.
- **Currency/Accuracy:** When evaluating currency, the key issue is relevance. History books may not be especially current, but if they are still relevant they should be kept. Another issue to consider is appropriate coverage. Since society is constantly changing, what was an accepted view of minorities or women years ago might be considered inappropriate today. Your goal should be to offer balanced coverage while preserving Intellectual Freedom.

## **Nevada State Publications**

The state publications collection is exempt from weeding. When The State Publications Distribution Center receives a full distribution of copies, it retains 2 copies for the NSL, c.1 to be housed in locked shelving (non-circulating) and c.2 in public shelving (available for circulation). More than 2 copies may be retained for the collection when the publication is determined to be of importance by the Government Publications Librarian. The rest of the copies are distributed to the State Publication Depository Libraries located around the state.

## **Federal Publications**

Federal publications are collected and weeded to support the goals of the library as outlined in this policy. The federal publications collection is the property of the United States Government and their rules, as outlined in the *Instructions to Depository Libraries* must be followed when any items are discarded.

The current Superseded List, available online at the FDLP Desktop, will be consulted and used extensively as a guideline in discarding federal publications. Depository publications will be discarded only in accordance with the cumulative instructions to depository libraries issued by the Superintendent of Documents, United States Government Publishing Office. Non-depository items may be discarded in accordance with the weeding criteria established in this policy.

## **RECONSIDERATION OF LIBRARY MATERIALS**

The NSL welcomes expression of opinion by clientele, but will be governed by this collection development policy in making additions to or deleting items from the collection. The NSL does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will the items be sequestered, except for the purpose of protecting them from theft or damage.

The NSL will purchase materials that support the mission of the library and the needs of its clientele. Comments from the community about the collection or individual items in the collection frequently provide libraries with useful information about interest or needs that may not be adequately met by the collection

Clientele who request the reconsideration of library materials will be asked to put their requests in writing by completing and signing the form appended to this policy, entitled: "Request for Reconsideration of Library Materials" (Appendix D).

Upon receipt of a formal, written request, the Library Services Manager will investigate the background of the item(s) – criteria used in ordering the material; its place in the collection; and reasons for having the material in the collection. Outside consultants may be asked for additional information as is pertinent to the subject matter in question.

The Library Services Manager will respond, in writing, to the person who initiated the request within 30 days of receipt of the request. In the event that the person or persons who initiated the request is not satisfied with the decision of the Library Services Manager, s/he may request a meeting with the Administrator, Nevada State Library, Archives and Public Records through a written request.

The Administrator will review the information and reply to the person(s) making the request within 60 days of receipt of request. The Administrator will offer a resolution within 90 days of receipt of request.

#### Collection Development Policy – Administration Approval

Review Date: 1/1/2020

Revision Date: 1/1/2020

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Signature – Library Services Manager

Date

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Signature – Assistant Administrator

Date

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Signature - Administrator

Date

## **APPENDIX A**

### **Levels of Support**

Support levels for subject categories are defined as follows, based on the American Library Association *Guide for Written Collection Policy Statements*, 2<sup>nd</sup> Edition, 1996.

**Minimal:** A subject area in which few selections are made beyond very basic works. A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

**Basic:** A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

**Study or Instructional:** A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

**Research:** A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

**Comprehensive:** A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and

limited field. This level of collection intensity is one that maintains a “special collection”; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

## **SUPPORT LEVELS FOR NEVADA STATE LIBRARY’S GENERAL COLLECTION**

<b><u>Library of Congress Classification</u></b>	<b><u>Support Level</u></b>
F – Local, History, American .....	Study
E – Native Americans, United States .....	Basic/Study
Z – Bibliography, library science .....	Study
A – General works.....	Basic
C – Auxiliary science of history .....	Basic
G – Geography, anthropology, recreation .....	Basic
H – Social Science .....	Basic
J – Political Science .....	Basic
P – Language and literature .....	Basic
Q – Science.....	Basic
T – Technology .....	Basic
U – Military science .....	Basic
B – Philosophy, psychology, religion .....	Minimal
D – History, general, and history of Europe.....	Minimal
K – Law .....	Minimal
L – Education .....	Minimal
M – Music.....	Minimal
N – Fine Arts .....	Minimal
R – Medicine .....	Minimal
S – Agriculture.....	Minimal
V – Naval science.....	Minimal

## **APPENDIX B**

### **Title 33 - LIBRARIES; MUSEUMS; HISTORIC PRESERVATION**

#### **CHAPTER 378 – STATE LIBRARY AND ARCHIVES**

##### **GENERAL PROVISIONS**

**NRS 378.005** Definitions.

##### **DIVISION OF STATE LIBRARY AND ARCHIVES**

##### **ADMINISTRATION**

**NRS 378.010** State Library and Archives Administrator: Appointment; service at pleasure of Director; classification.

**NRS 378.020** State Library and Archives Administrator: Qualifications.

**NRS 378.050** Biennial report.

**NRS 378.060** Employment of staff.

**NRS 378.070** Hours of State Library and Archives.

**NRS 378.080** Powers and duties of State Library and Archives Administrator: Operation of State Library and Archives.

**NRS 378.081** Powers and duties of State Library and Archives Administrator: Responsibility for statewide program of development and coordination of library and informational services.

**NRS 378.083** Powers and duties of State Library and Archives Administrator: Development of standards and statewide master plan for public libraries.

**NRS 378.087** Powers and duties of State Library and Archives Administrator: Establishment of program to provide grants to public libraries; amount of grants; regulations; limitations on use of grants.

**NRS 378.090** Gift Fund for the State Library and Archives.

**NRS 378.100** Acceptance of federal money.

**NRS 378.110** Disposition of fines.

**NRS 378.120** Charges for copy of papers and documents and duplicate of roll of microfilm.

**NRS 378.130** Legislative appropriations.

##### **STATE PUBLICATIONS DISTRIBUTION CENTER**

**NRS 378.150** Declaration of legislative intent.

**NRS 378.160** Definitions.

[NRS 378.170](#)

Creation; regulations.

[NRS 378.180](#)

State and local agencies to deposit copies of publications when released; notification to Center upon release in electronic format.

[NRS 378.190](#)

Depository agreements with other libraries; standards.

[NRS 378.200](#)

Distribution of copies of state and local publications.

[NRS 378.210](#)

Center required to post availability of state and local publications.

## **GENERAL PROVISIONS**

**NRS 378.005 Definitions.** As used in this chapter:

1. "Administrator" means the State Library, Archives and Public Records Administrator.

2. "Department" means the Department of Administration.

3. "Director" means the Director of the Department.

4. "Division" means the Division of State Library, Archives and Public Records of the Department.

(Added to NRS by [1979, 181](#); A [1983, 1302](#); [1985, 122](#); [1993, 1580](#); [2001, 925](#); [2011, 2976](#); [2015, 22](#))

**NRS 378.0083 Bequests and gifts unaffected by creation of Division in Department.** The creation of the Division in the Department does not affect any bequest, devise, endowment, trust, allotment or other gift made to the Division and those gifts inure to the benefit of the Division and remain subject to any conditions or restraints placed on the gifts.

(Added to NRS by [1993, 1579](#); A [2011, 2976](#))

## **DIVISION OF STATE LIBRARY AND ARCHIVES**

### **Administration**

**NRS 378.010 State Library and Archives Administrator: Appointment; service at pleasure of Director; classification.** The State Library and Archives Administrator:

1. Is appointed by and responsible to the Director and he serves at the pleasure of the Director.

2. Must be appointed on the basis of merit.

3. Is in the classified service, except for the purposes of removal.

[1:146:1951]—(NRS A 1960, 443; 1985, 416; 1993, 1580; 1997, 3139)

**NRS 378.020 State Library and Archives Administrator: Qualifications.** The State Library and Archives Administrator must:

1. Be a graduate of a library school accredited by the American Library Association or be certified by the Academy of Certified Archivists; and

2. Have at least 5 years of library or archival experience in an administrative capacity.

[3:146:1951]—(NRS A 1957, 13; 1997, 3139)



**NRS 378.050 Biennial report.** The State Library and Archives Administrator shall submit a biennial report to the Governor and the Legislature of the condition, operation and functioning of the State Library and Archives.

[Part 6:146:1951; A 1955, 900]—(NRS A 1985, 122; 1997, 3140)

**NRS 378.060 Employment of staff.** The State Library and Archives Administrator shall employ such librarians, archivists and other technical, clerical and operational staff as the execution of his duties and the maintenance and operation of the State Library and Archives may require.

[4:146:1951]—(NRS A 1985, 122; 1997, 3140)

**NRS 378.070 Hours of State Library and Archives.** The State Library and Archives Administrator may designate the hours that the State Library and Archives must be open for the use of the public. [Part 6:146:1951; A 1955, 900]—(NRS A 1985, 122; 1997, 3140, 2009, 617; 2011, 324, 2976)

**NRS 378.080 Powers and duties of State Library and Archives Administrator: Operation of State Library and Archives.**

1. The State Library and Archives Administrator is responsible for the State Library and Archives.

2. The State Library, Archives and Public Records Administrator shall:

(a) Administer the State Library and Archives in accordance with the law. The State Library must also be administered in accordance with good library practice.

(b) Withdraw from the Library's collection and dispose of items no longer needed.

(c) Maintain the State Library, including the selection, acquisition, circulation and custody of books, periodicals, pamphlets, films, recordings, papers and other materials and equipment.

(d) Maintain a comprehensive collection and reference service to meet the reference needs of public officers, departments or agencies of the State, and other libraries and related agencies.

(e) Make and enforce regulations necessary for the administration, government and protection of the State Library and all property belonging thereto.

(f) Issue official lists of publications of the State and other bibliographical and informational publications as appropriate.

3. The State Library, Archives and Public Records Administrator may:

(a) Borrow from, lend to and exchange books and other library and informational materials with other libraries and related agencies.

(b) Accept, administer and distribute, in accordance with the terms thereof, any money, materials or other aid granted, appropriated or made available to the state library for library purposes by the United States or any of its agencies or by any other source, public or private.

[Part 6:146:1951; A 1955, 900]—(NRS A 1959, 176; 1969, 495; 1971, 286; 1973, 426, 1147; 1981, 995; 1985, 122; 1997, 3140)

**NRS 378.081 Powers and duties of State Library and Archives Administrator: Responsibility for statewide program of development and coordination of library and informational services.**

1. The State Library and Archives Administrator is responsible for the statewide program of development and coordination of library and informational services.

2. The State Library, Archives and Public Records Administrator shall:

(a) Collect, compile and publish statistics and information concerning the operation of libraries in this State.

(b) Carry out continuing studies and analyses of library problems.

(c) Maintain a clearinghouse of information, data and other materials in the field of library and informational services.

(d) Provide advice and technical assistance to public libraries, other libraries, agencies of the State, political subdivisions, planning groups and other agencies and organizations.

(e) Make available to public libraries advice and technical assistance with respect to programs of public relations.

(f) Assist and cooperate with other state agencies and officials, local governments, federal agencies and organizations in carrying out programs involving library and informational services.

(g) Encourage and assist the efforts of libraries and local governments to develop mutual and cooperative solutions to problems with respect to library and informational services.

(h) Administer such funds as may be made available by the Legislature for improvement of public library services, interlibrary cooperation or for other library and information-transfer services.

(i) Subject to the approval of local governing bodies, designate certain libraries as resource center libraries and develop and encourage cooperative steps to link these centers with other libraries in a reference and information network.

3. He may contract with agencies, organizations, libraries, library schools, boards of education and universities, public and private, within or outside this State, for library services, facilities, research or any other related purposes.

(Added to NRS by 1981, 994; A 1997, 3141)

**NRS 378.083 Powers and duties of State Library and Archives Administrator: Development of standards and statewide master plan for public libraries.** The State Library and Archives Administrator shall develop:

1. Standards for public libraries which will serve as recommendations for those libraries with respect to services, resources, personnel and programs to provide sources of information to persons of all ages, including handicapped persons and disadvantaged persons, and encourage continuing education beyond the years of formal education. The standards must take into account the differences in size and resources among the public libraries of the State.

2. A statewide master plan for public libraries, including plans for levels of library services and resources, which is developed through a continuing process of planning in

which representatives from public libraries throughout the State participate. The master plan must be designed to extend 5 years into the future and must be made current at least every 2 years.

(Added to NRS by 1981, 994; A 1997, 3141)

**NRS 378.087 Powers and duties of State Library and Archives Administrator: Establishment of program to provide grants to public libraries; amount of grants; regulations; limitations on use of grants.**

1. The State Library and Archives Administrator shall establish a program to provide grants of money to the public libraries of this State for the purchase or acquisition of books, library materials and computer databases. The money must be provided by legislative appropriation, accounted for separately and administered by the State Library and Archives Administrator.

2. The State Library and Archives Administrator shall, within the limits of legislative appropriation, provide such grants based on the following:

(a) If the requesting library has a budget for materials which is \$10,000 or less, the requesting library is eligible to receive a base grant of \$1,000, plus a matching grant in an amount that is not more than 75 percent of its budget for materials.

(b) If the requesting library has a budget for materials which is more than \$10,000 but less than \$75,000, the requesting library is eligible to receive a base grant of \$5,000, plus a matching grant in an amount that is not more than 50 percent of its budget for materials.

(c) If the requesting library has a budget for materials which is \$75,000 or more but less than \$150,000, the requesting library is eligible to receive a base grant of \$10,000, plus a matching grant in an amount that is not more than 33 1/3 percent of its budget for materials.

(d) If the requesting library has a budget for materials which is \$150,000 or more but less than \$500,000, the requesting library is eligible to receive a base grant of \$15,000, plus a matching grant in an amount that is not more than 25 percent of its budget for materials.

(e) If the requesting library has a budget for materials which is \$500,000 or more, the requesting library is eligible to receive a base grant of \$25,000, plus a matching grant in the first year it receives a grant pursuant to this paragraph in an amount that is not more than 10 percent of its budget for materials. The amount of the matching grant provided in any year may be increased by 10 percent in each succeeding year, except that in no event may the matching grant provided in any year exceed 25 percent of the library's budget for materials in that year.

3. The State Library and Archives Administrator shall adopt such regulations as are necessary to:

(a) Establish a procedure pursuant to which a public library may apply to receive a grant pursuant to this section;

(b) Determine the eligibility of a public library to receive such a grant; and

(c) Determine the exact amount of a grant to be awarded to a public library.

4. Money granted pursuant to this section must not supplant or cause to be reduced any other source of funding for a public library and must be used exclusively by the public library to purchase or acquire books, library materials and computer databases.
5. For the purposes of this section, “public library” does not include a library operated within the Nevada System of Higher Education.

(Added to NRS by 1997, 3252; A [1999, 663](#))

**NRS 378.090 Gift Fund for the State Library and Archives.** Any gift of money to the State Library and Archives or to the State of Nevada for its library or archives which the State Library and Archives Administrator is authorized to accept must be deposited in the State Treasury in a fund to be known as the Gift Fund for the State Library and Archives. This Fund is a continuing fund without reversion, and money in the Fund must be used for those purposes only and expended in accordance with the terms of the gift. [Part 6:146:1951; A 1955, 900] + [7:146:1951]—(NRS A 1979, 617; 1985, 123; 1997, 3142)

**NRS 378.100 Acceptance of federal money.** The State Library and Archives Administrator is authorized to accept and direct the disbursement of money appropriated by an act of Congress and apportioned to the State for libraries. That federal money must be deposited in the State Treasury for credit to the appropriate account of the State Library and Archives.

[8a:146:1951; added 1953, 37]—(NRS A 1981, 260; 1985, 123; 1997, 3142)

**NRS 378.110 Disposition of fines.** Money collected by the State Library and Archives Administrator from fines must be deposited in the appropriated fund of the State Library and Archives, and may be credited to those budgeted items designated by the State Library and Archives Administrator.

[8:146:1951]—(NRS A 1985, 123; 1997, 3142)

**NRS 378.120 Charges for copy of papers and documents and duplicate of roll of microfilm.**

1. The State Library and Archives Administrator may collect a charge from a person who requests a photostatic copy, or photocopy print, of a paper or document from the State Library. The amount of the charge must be set by the State Library and Archives Administrator but may not exceed the cost of the photographic copying process for any specific paper or document.
2. If a person requests a duplicate of a roll of microfilm belonging to the State Library and Archives, the State Library and Archives is entitled to a fee not to exceed \$2 for each duplicate made in excess of the cost of the duplicate. The processor making the duplicate shall collect such fee for the State Library and Archives. The money collected from such fees must be deposited in the State Treasury and credited to the account of the State Library and Archives. The receipts may be expended by the State Library and Archives pursuant to the provisions of law authorizing budgeted expenditures of money not appropriated from the General Fund by various state officers, departments, boards, agencies, commissions and institutions for specific fiscal years.

[8b:146:1951; added 1955, 75]—(NRS A 1963, 321; 1985, 123; 1997, 3142)

**NRS 378.130 Legislative appropriations.** Funds to carry out the provisions of this chapter must be provided by legislative appropriation from the General Fund, and must be paid out on claims as other claims against the State are paid. All claims must be approved by the State Library and Archives Administrator before they are paid.

[9:146:1951]—(NRS A 1997, 3142)

### **State Publications Distribution Center**

**NRS 378.150 Declaration of legislative intent.** It is the intent of the Legislature in enacting [NRS 378.150](#) to [378.210](#), inclusive, that:

1. All state and local government publications be distributed to designated depository libraries for use by all inhabitants of the State; and
2. Designated depository libraries assume the responsibility for keeping such publications readily accessible for use and rendering assistance, without charge, to patrons using them.

(Added to NRS by 1971, 499)

**NRS 378.160 Definitions.** As used in [NRS 378.150](#) to [378.210](#), inclusive:

1. “Center” means the State Publications Distribution Center created by [NRS 378.170](#).
2. “Depository library” means a library with which the Center has entered into an agreement pursuant to [NRS 378.190](#).
3. “Local government” means every political subdivision or other entity which has the right to levy or receive money from ad valorem or other taxes or any mandatory assessments, and includes, without limitation, counties, cities, towns, boards, school districts and other districts organized pursuant to [chapters 244A](#), [309](#), [318](#), [379](#), [474](#), [541](#), [543](#) and [555](#) of NRS, [NRS 450.550](#) to [450.750](#), inclusive, and any agency or department of a county or city which prepares a budget separate from that of the parent political subdivision. The term includes the Nevada Rural Housing Authority.
4. “Publication” includes any information in any format or medium that is produced pursuant to the authority of or at the total or partial expense of a state agency or local government, is required by law to be distributed by a state agency or local government, or is distributed publicly by a state agency or local government outside that state agency or local government. The term does not include:
  - (a) Nevada Revised Statutes with annotations;
  - (b) Nevada Reports;
  - (c) Bound volumes of the Statutes of Nevada;
  - (d) Items published by the University of Nevada Press and other information disseminated by the Nevada System of Higher Education which is not designed for public distribution; or
  - (e) Official state records scheduled for retention and disposition pursuant to [NRS 239.080](#).
5. “State agency” includes the Legislature, constitutional officers or any department, division, bureau, board, commission or agency of the State of Nevada.

(Added to NRS by 1971, 499; A 1989, 251, 595, 605; 1993, 399; [2005, 740](#))

**NRS 378.170 Creation; regulations.**

1. There is hereby created within the State Library and Archives a State Publications Distribution Center.
2. The State Library and Archives Administrator may make such regulations as may be necessary to carry out the purposes of the Center.

(Added to NRS by 1971, 499; A 1985, 124; 1997, 3142)

**NRS 378.180 State and local agencies to provide electronic version of publications when released; duty to provide paper copies under certain circumstances.**

1. Except as otherwise provided in this subsection, every state agency shall, upon release of each of its publications, provide the Center with an electronic version of the publication. If a publication is available only in paper form, the state agency shall deposit 10 copies of the publication with the Center.
2. Except as otherwise provided in this subsection, every local government shall, upon release of each of its publications, provide the Center with an electronic version of the publication. If a publication is available only in paper form, the local government shall deposit six copies of the publication with the Center.
3. If a publication is available only in paper form at the time copies are deposited with the Center pursuant to subsection 1 or 2, every state agency and local government shall, upon the release of the publication in an electronic format or medium, provide the Center with an electronic version of the publication.
4. If a state agency or local government provides an electronic version of a publication to the Center pursuant to this section, the state agency or local government shall:
  - (a) Include, in a conspicuous location at or near the beginning of the publication, the date on which the publication was initially released by the state agency or local government; and
  - (b) Submit the electronic version of the publication in accordance with regulations adopted by the State Library and Archives Administrator pursuant to NRS 378.170.

(Added to NRS by 1971, 499; A 1973, 1472; 1983, 920; 1985, 465; 1993, 399, 1580; 1995, 579; 1997, 20; [2005, 741](#), [1091](#); 2013, 517)

**NRS 378.190 Depository agreements with other libraries; standards.**

1. The Center may enter into depository agreements with any library in this State that is open and accessible to the general public.
2. The State Library and Archives Administrator shall establish standards for eligibility as a depository library pursuant to subsection 1. Such standards may include and take into account, without limitation:
  - (a) The type of library;
  - (b) The ability of the library to preserve publications and to make them available for public use; and

(c) The geographical location of the library, to assure that the publications are conveniently accessible to residents in all areas of the State.

(Added to NRS by 1971, 500; A 1997, 3143; [2005, 741](#))

**NRS 378.200 Distribution of copies of state and local publications.**

1. After receipt of any publication from a state agency or local government pursuant to [NRS 378.180](#), the Center shall distribute copies of that publication to depository libraries.

2. The Center shall retain sufficient copies in the State Library and Archives for preservation and use by the public. The remaining copies must be used for distribution in accordance with any agreements entered into with other states and the Library of Congress for the exchange of publications, and for lending to those libraries that are not depository libraries.

(Added to NRS by 1971, 500; A 1973, 346; 1979, 182; 1985, 124; [2005, 741](#))

**NRS 378.210 Center required to post availability of state and local publications.**

The Center shall make available on the Internet website of the State Library and Archives the titles of the publications received by the Center pursuant to [NRS 378.180](#).

(Added to NRS by 1971, 500; A [2005, 742](#))

**APPENDIX C**

**DEED OF GIFT**

This indenture made this \_\_\_\_\_ date of \_\_\_\_\_, \_\_\_\_\_, between

\_\_\_\_\_, donor and the Nevada State Library, Archives and Public Records, an institution created by a special act of the Legislature of the State of Nevada, and situated in Carson City, NV, donee.

Witnesseth: that said donor, for and in consideration of contributing to the purposes for which the donee is incorporated, does by these presents give, grant, and confirm unto the donee, its successors and assigns, forever the following property:

In witness whereof, the donor has subscribed this name on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Donor

The above gift was accepted by the Nevada State Library, Archives and Public Records on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Administrator  
Nevada State Library, Archives and Public Records



## **APPENDIX D**

### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

#### **REQUEST INITIATED BY:**

Name:

Date:

Address:

City:

State:

Zip:

Phone:

Do you represent: Yourself?

State Agency? If so, please name:

Any other group? If so, please name:

#### **ITEM WHICH SHOULD BE RECONSIDERED:**

Title:

Author:

Publisher:

Year:

#### **REASON FOR REQUEST:**

To what in the work do you object? Please be specific and cite pages, etc. where applicable. Use attachment if necessary.

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Signature

Date

Please give this completed form to a library staff person or mail it to:

Nevada State Library, Archives and Public Records  
100 N. Stewart Street  
Carson City, NV 89701

Attn: Library Services Manager

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